

2024-2025 Closeout Procedures in the Grants Management System (GMS)



OKLAHOMA
Education

Close Out Process in GMS

Once an LEA has finished expending funds and received reimbursement for the 2024-2025 fiscal year, the LEA will need to perform the closeout process in the Grants Management System (GMS). This process will need to be performed for each grant program listed in the IDEA Consolidated application the LEA had an allocation for in the 2024-2025 fiscal year.

Projects 613, 615, 616, 617, 618, along with High Needs Tier I and Tier II, do not require a closeout to be performed.

Step 1

Log onto the Single Sign On System and enter your username and password.

[Home / Applications](#)
[About This Site](#)
[Links And Docs](#)
[Sign In](#)

You have successfully signed out of your SSO2 account.

“ Welcome to the new Single Sign On system. If you have an existing username and password for the previous Single Sign On system you may use that here. If you do not have an account you may create one now using the link below.

⚠ If you are having trouble signing in please click the link below to recover your username or password. If you need assistance please contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444.

Username:

Password:

[Sign In](#)

[Are you a New User? Click here to create an account.](#)

[Username problems? Click here to recover your username.](#)

[Password problems? Click here to recover your password.](#)

Step 2

Select Grants Management and Expenditure Reporting



Grants Management and Expenditure Reporting

SDE View Only

Step 3

Select GMS Access/Select

Administrative

21st Century Monitoring

Special Education

Compliance

GMS Access / Select

Funded Applications

Non-Funded Data Collections

Step 4

Make sure you are working in fiscal year 2025

Select Fiscal Year:

2025 ▼

Step 5

Select the “Payments” tab for the program that you are closing out.

IDEA

Application Name	Revision	Status	Date	Actions				
IDEA Consolidated Application	Amendment 2 ▼	Final Approved	6/22/2023	Open		Review	Payments	CC Override
LEA Agreement	Amendment 1 ▼	Final Approved	1/17/2023	Open		Review		
Spec Ed Professional Dev OSDE Sponsor - Proj 613	Amendment 1 ▼	Final Approved	5/26/2023	Open		Review	Payments	CC Override
Spec Ed PD District -Proj 615	Amendment 2 ▼	Final Approved	5/25/2023	Open	Amend	Review	Payments	Delete Applica
Certification Examination - Proj 616	Original Application ▼	Not Submitted		Open		Review	Payments	CC Override
School Based Services Participation Agreement	Original Application ▼	Not Submitted		Open		Review		
ARP IDEA Consolidated	Amendment 1 ▼	Final Approved	6/22/2023	Open		Review	Payments	CC Override
Transition Development Program Project 618	Original Application ▼	Not Submitted		Open		Review	Payments	

Step 6

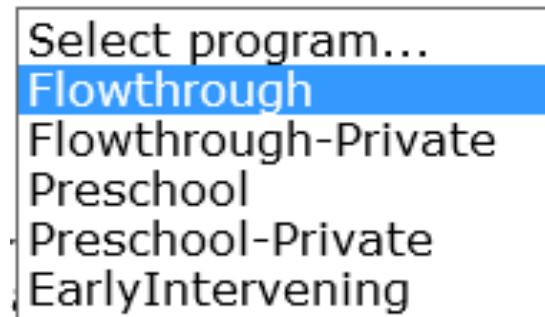
Click on the View Summary Expenditure / Closeout Reports button

View Summary Expenditure / Closeout Reports

FY2025 Expenditure/Payment Summary as of 5/29/2025

Step 7

From the Select program drop down box, select the program being closed out



Step 8

Make sure all claims state “Approved” in the Status box

If any claim is not in an approved status, the LEA cannot perform a closeout

Program Flowthrough 2024-2025

Summary Expenditure Reports:

Select a Summary Expenditure Report from the list(s) below and press one of the following buttons:

[Open Request](#)

[Review Summary](#)

Select	Summary Expenditure Report	Date Created	Expenditure Report Date Range	Amount	Date Submitted	Final Approval Date	Status	Status Date
<input type="radio"/>	Summary Expenditure Report 8	4/30/2025	4/1/2025 - 4/30/2025	\$5,513.99	5/1/2025	5/1/2025	Approved	5/1/2025
<input type="radio"/>	Summary Expenditure Report 7	3/24/2025	3/1/2025 - 3/31/2025	\$5,513.99	3/24/2025	3/25/2025	Approved	3/25/2025
<input type="radio"/>	Summary Expenditure Report 6	2/25/2025	2/1/2025 - 2/28/2025	\$5,513.99	2/25/2025	2/26/2025	Approved	2/26/2025
<input type="radio"/>	Summary Expenditure Report 5	2/5/2025	1/1/2025 - 1/31/2025	\$5,513.99	2/5/2025	2/10/2025	Approved	2/10/2025
<input type="radio"/>	Summary Expenditure Report 4	12/23/2024	12/1/2024 - 12/31/2024	\$5,513.99	12/24/2024	12/27/2024	Approved	12/27/2024
<input type="radio"/>	Summary Expenditure Report 3	11/20/2024	11/1/2024 - 11/30/2024	\$5,515.68	11/21/2024	11/25/2024	Approved	11/25/2024
<input type="radio"/>	Summary Expenditure Report 2	10/29/2024	10/1/2024 - 10/31/2024	\$5,515.68	10/30/2024	10/31/2024	Approved	10/31/2024
<input type="radio"/>	Summary Expenditure Report 1	9/24/2024	7/1/2024 - 9/30/2024	\$11,031.36	10/1/2024	10/11/2024	Approved	10/11/2024

Step 9

Click the “Create Closeout Rep” button under the Closeout Report section

Closeout Report:

Select the closeout report from the list(s) below and press one of the following buttons:

[Open Closeout Rep](#) [Create Closeout Rep](#) [Delete Closeout Rep](#) [Review Summary](#)

Select	Closeout Report	Final	Date Created	Date Submitted	Final Approval Date	Status
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Again, you must verify that all Summary Expenditure Reports have been approved before taking this step.

Step 10

Verify that all amounts listed under the OSDE Payments column are accurate

Function Code	Object Code	Expenditure Description	Final Approved Budget	OSDE Payments	Previously Reported	Expenditure Amount
1000	100	Instruction / Salaries	\$1,483,368.92	\$432,104.68		432104.68
1000	200	Instruction / Benefits	\$326,892.89	\$118,596.31		118596.31
2150	100	Speech Pathology and Audiology Services / Salaries	\$199,575.06	\$52,067.68		52067.68
2150	200	Speech Pathology and Audiology Services / Benefits	\$56,017.76	\$15,906.07		15906.07
2190	100	Other Support Services / Student / Salaries	\$37,569.16	\$13,703.10		13703.10
2190	200	Other Support Services / Student / Benefits	\$6,543.89	\$2,419.03		2419.03
2190	300	Other Support Services / Student / Professional Services	\$20,000.00	\$3,535.00		3535.00
2190	500	Other Support Services / Student / Other Services	\$1,000.00	\$490.00		490.00
2210	500	Improvement of Instruction Services / Other Services	\$2,000.00	\$927.20		927.20
2210	800	Improvement of Instruction Services / Other Objects	\$2,000.00	\$560.00		560.00
2330	100	State and Federal Relations Services / Salaries	\$11,700.00	\$3,052.26		3052.26
2330	200	State and Federal Relations Services / Benefits	\$3,669.74	\$931.32		931.32
2570	500	Personnel (Staff) Services / Other Services	\$2,000.00	\$142.79		142.79
Sub-Totals:			\$2,152,337.42	\$644,435.44	\$0.00	\$644,435.44
5400 / 900 Indirect Costs Approved Rate 5.9200 % Derived Rate 5.9200 %			\$127,891.97	\$36,018.29	\$0.00	36018.29
Totals:			\$2,280,229.39	\$680,453.73	\$0.00	\$680,453.73

Step 11

Verify the amounts match exactly what the LEA has on record of actually being reimbursed by OSDE

Function Code	Object Code	Expenditure Description	Final Approved Budget	OSDE Payments	Previously Reported	Expenditure Amount
1000	100	Instruction / Salaries	\$1,483,368.92	\$432,104.68		432104.68
1000	200	Instruction / Benefits	\$326,892.89	\$118,596.31		118596.31
2150	100	Speech Pathology and Audiology Services / Salaries	\$199,575.06	\$52,067.68		52067.68
2150	200	Speech Pathology and Audiology Services / Benefits	\$56,017.76	\$15,906.07		15906.07
2190	100	Other Support Services / Student / Salaries	\$37,569.16	\$13,703.10		13703.10
2190	200	Other Support Services / Student / Benefits	\$6,543.89	\$2,419.03		2419.03
2190	300	Other Support Services / Student / Professional Services	\$20,000.00	\$3,535.00		3535.00
2190	500	Other Support Services / Student / Other Services	\$1,000.00	\$490.00		490.00
2210	500	Improvement of Instruction Services / Other Services	\$2,000.00	\$927.20		927.20
2210	800	Improvement of Instruction Services / Other Objects	\$2,000.00	\$560.00		560.00
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Totals:			\$2,280,229.39	\$680,453.73	\$0.00	\$680,453.73

RECAP

Grant Award (Allocation)
Approved Budget
Amount Paid To Date
Expenses To Date
Balance Due LEA
Funds on Hand
Carryover Amount

Amount

\$2,288,229.39
\$2,288,229.39
\$680,453.73
\$680,453.73
\$0.00
\$0.00
\$1,607,775.66

Final Expenditure



Calculate Totals

Expenditure Period End Date



Step 12

If all information is correct, select the Expenditure Period End Date of “6-30-2025”

Expenditure Period End Date

Step 13

The “Final Expenditure” box will automatically be checked and carryover amount will appear (if funds remain). This screen indicates what the LEA had available in the grant program in the 2024-2025 fiscal year and the amount of funds that are eligible to carryover into the 2025-2026 fiscal year. Should any funds show on Funds on Hand, stop the closeout process and contact your finance specialist.

RECAP

Grant Award (Allocation)
Approved Budget
Amount Paid To Date
Expenses To Date
Balance Due LEA
Funds on Hand
Carryover Amount

Amount

\$2,288,229.39
\$2,288,229.39
\$680,453.73
\$680,453.73
\$0.00
\$0.00
\$1,607,775.66

Final Expenditure



Step 14

Districts are required to upload a single Time and Effort Report if any federal funds were coded to object 100.

Districts are required to upload a Vendor Performance Form for each vendor coded to object 300. A link is provided at the bottom of the page for a Vendor Performance Review form.

Please upload supporting information files. Allowable file types are Microsoft Word (.doc / .docx) and Adobe PDF. Files must be less than 4MB (4,000 KB) in size and the file name should not include special characters (i.e., #, \$, %, etc). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

Uploaded Files:

The upload folder is empty. Please upload a file if required by the system to submit or if you have been notified by OSDE that this is required.

Time and Effort reports [2 CFR § 200.430] must be completed and maintained for all employees paid with funds charged directly to a federal award, to multiple federal awards, or any combination of a federal award and other funding sources. Additionally, **Vendor Performance** reports must be completed by the district for each contracted service paid with IDEA Part B funds coded to Object 300. If applicable, please upload one completed Time and Effort report that represents all employees paid with IDEA Part B funds and all Vendor Performance reports that represent services paid with Special Education funds. Upload all files in the same field above.

[Vendor Performance Form](#)

Closeout Process

Once all steps have been completed and the LEA has verified that all figures are accurate, the LEA will need to select “Save Page” then will need to select the “Submit to OSDE” tab. Both buttons are located at the bottom of the closeout page. The Closeout Report will be forwarded to OSDE staff for review. Once the submitted report is approved, the LEA will be ready to begin the 2025-26 fiscal year application and budgeting process for the particular grant program upon release of the FY2025-2026 applications.

Save Page

Submit to OSDE

Special Education Contact Information

- Mitchell Kern, Finance Specialist – (405) 521-4857
- Carole Tomlin, Project Manager– (405) 521-2335
- Janet Felton, Finance Specialist – (405) 522-1578
- Karen Howard, Program Manager– (405) 521-3587

Email address will be as follows:

First name.last name@sde.ok.gov